



NEWPORT NEWS, VA
CITY OF OPPORTUNITY

JOB DESCRIPTION
PERSONNEL ASSISTANT
HUMAN SERVICES

Human Resources Department
700 Town Center Drive, Suite 200
Newport News, VA 23606
Phone: (757) 926-1800
Fax: (757) 926-1825

GENERAL STATEMENT OF RESPONSIBILITIES

Under general supervision, this position is responsible for processing the department's payroll, maintaining related payroll and personnel records as well as providing administrative support. Reports to the Senior Personnel Coordinator.

ESSENTIAL JOB FUNCTIONS

Compiles departmental payroll from information received from divisions to include regular and overtime hours worked and various types of leave taken. Assists with initiating and processing personnel actions to effect changes in employee status such as pay increases, transfers, promotions, Family Medical Leave Act (FMLA) leave, leave of absences, and terminations; computing salary changes or adjustments and retroactive pay according to established policies and procedures; entering payroll into the computerized system in accordance with established procedures and deadlines.

Performs administrative support work related to posting vacancies, coordinating the interview process and processing background checks. Initiates and tracks documentation related to Family Medical Leave Act (FMLA) and prepares personnel related reports as needed. Coordinates departmental training.

Maintains the State Local Employee Tracking System (LETS) to include entering new hires, terminations, position title changes and salary changes.

Assists with scheduling meetings; performs general administrative support responsibilities to include creating and maintaining a filing and record management systems and disseminating human resources notifications; responds to general inquiries regarding human resources activities.

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGE

- Payroll – Knowledge of payroll practices to ensure accuracy and appropriateness of all transactions, to include compliance with policies and operational requirements.

- Technology – Knowledge of general office equipment and personal computers to include word processing, spreadsheet, and related software. Comprehensive knowledge of office systems, practices, procedures and administration.
- Customer Service – Considerable knowledge of principles and processes for providing customer service. This includes setting and meeting quality standards for services, and evaluation of customer satisfaction.

REQUIRED SKILLS

- Time Management - Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology to meet strict deadlines.
- Interpersonal Relationships – Develops and maintains cooperative and professional relationships with employees and all levels of management to include representatives from other departments and organizations.
- Computer Skills - Utilizes a personal computer with word processing, spreadsheet and related software with reasonable speed and accuracy.

REQUIRED ABILITIES

- Communication – Excellent ability to communicate effectively so others will understand to include preparation of reports. Excellent ability to listen and understand information and ideas presented verbally and in writing. Ability to handle a variety of human resources issues with tact and diplomacy and in a confidential manner.
- Mathematics – Ability to perform routine mathematical calculations.

EDUCATION AND EXPERIENCE

Requires a high school diploma and 1-2 years of related experience or an equivalent combination of education and experience.

ADDITIONAL REQUIREMENTS

An acceptable general background check to include a local and state criminal history check and sex offender registry check.

A valid driver's license with an acceptable driving record.

Individuals in this position cannot be listed as having a founded child abuse or neglect complaint.

In the event of a declared emergency in the City of Newport News, individuals in this position are required to work shelter duty and may be called on to perform duties as required to provide for the safety and care of the citizens of the community.

PHYSICAL REQUIREMENTS

- Requires the ability to exert light physical effort in sedentary to light work.

- Some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).
- Tasks may involve extended periods of time at keyboard or work station.

SENSORY REQUIREMENTS

- Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.
- Some tasks require the ability to communicate orally.

ENVIRONMENTAL EXPOSURES

Essential functions are regularly performed without exposure to adverse environmental conditions.